BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC INSTRUCTION 21-401

6 DECEMBER 1996

Maintenance

ENGINEERING DATA STORAGE,
DISTRIBUTION, AND CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 21-4, *Engineering Data*. It provides policy and procedures for managing engineering data stored, distributed, and controlled by authorized AFMC Engineering Data Support Centers (EDSC) or repositories. This instruction applies to all AFMC offices that use, analyze, evaluate, maintain, modify, purchase, or store engineering data elements. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This revision is the initial publication of AFMCI 21-401, aligning it with AFPD 21-4, and substantially revising AFMCR 67-26, *Logistics Management of Repository Data,*. It is limited to policy necessary to accomplish engineering data storage, distribution, and control across AFMC. All nonpolicy processes and procedures supporting this policy are contained in AFMCMAN 21-2, *Engineering Data Storage, Distribution, and Control.*

Section A—Basis and Goals of AFMC Engineering Data Storage, Distribution, and Control

1. Purpose. Ensure EDSCs and EDSC users have adequate guidance and instructions for storing, distributing, and controlling the release of engineering data.

    1.1. Objectives: Provide reasonable assurance that engineering data storage, distribution, and control:

        1.1.1. Obligations and costs are in compliance with applicable policy.

        1.1.2. Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation.

        1.1.3. Establishes internal management control procedures to effectively prevent waste, fraud, mismanagement, and to encourage timely correction of specific problems.

1.2. Precepts. The following precepts apply to effective storage, distribution, and control of engineering data:

1.2.1. Engineering data requires specific policies and practices to ensure adequate safeguarding of costly and valuable resources.

1.2.2. Storage, distribution, and control of engineering data in a variety of digital, card, or paper forms will be a continuing requirement.

Section B—Responsibilities

2. HQ AFMC:

2.1. Establish and designate a policy point of contact to:

2.1.1. Develop and issue applicable policy.

2.1.2. Validate and process requests to establish category V EDSCs and submit with recommendations to HQ USAF/LGM.

2.1.3. Approve or disapprove requests for category I through IV EDSCs.

2.1.4. Approve or disapprove requests for complete data sets.

2.1.5. Interact with the Continuous Acquisition and Life Cycle Support (CALS) and other technical data enhancement programs for the development of effective and efficient systems for the management, storage, and control of engineering data.

2.2. AFMC Authorized EDSCs:

2.2.1. Comply with policy set forth in AFPD 21-4, AFI 21-401, *Engineering Data Storage, Distribution, and Control* and this instruction and establish policy and procedures with appropriate controls to:

2.2.1.1. Budget for materials and supplies for EDSC functions and to meet customer needs.

2.2.1.2. Collect data according to the *Engineering Data Report* (RCS: HAF-LGM[A]9315) of AFPD 21-4.

2.2.1.3. Ensure only authorized individuals instructed in the proper handling and safeguarding of engineering data are allowed access to, and receive, EDSC maintained engineering data.

2.2.1.4. Develop and maintain accountability records for digital and nondigital engineering data.

2.2.1.5. Control all data released to, or accessed by, contractors or other government customers as required by the limitation statements affixed to the data.

2.2.1.6. Protect and control access to classified data.

2.2.1.7. Support Freedom of Information Act (FOIA) and non-FOIA requests for data.

2.2.1.8. Process Foreign Military Sales (FMS) data requests.

2.2.1.9. Support customer requirements for Department of Defense (DOD) Index of Specifications and Standards (DODISS) listed publications.

2.2.1.10. Designate a focal point for DoD Standardization and Specification Program (DODSSP) policies and procedures.

2.2.1.11. Develop and monitor response times for customer requests.

2.2.1.12. Account for removal or transfer of engineering data files when authorized by the appropriate configuration management authority AFMCPAM 63-104, *IWSM Configuration Management Implementation Guide.*

2.2.1.13. Ensure only authorized personnel are allowed access to digital data storage platforms.

2.2.1.14. Develop and implement a coordinated procedure to generate and manage bid sets.

2.2.1.15. Track the status of delivered data.

2.2.1.16. Acquire missing, illegible, or overlooked data.

2.2.1.17. Advocate and support digital media delivery of engineering data.

2.2.1.18. Inactivate, reactivate, or destroy engineering data.

2.2.1.19. Ensure adequate facilities to provide proper data storage environment.

2.2.1.20. Add, change and remove engineering data protective legends.

2.2.1.21. Provide backup files for digital data on a regular basis.

2.2.1.22. Provide capability to reproduce engineering data in digital, card, or paper form.

2.2.1.23. Control access by foreign government representatives.

2.3. EDSC Customers and Users Will:

2.3.1. Initiate requests for authorization to access, request, and receive engineering data from an EDSC.

2.3.2. Inform the servicing EDSC of data to be deactivated, reactivated, or destroyed.

2.3.3. Identify missing, illegible, or overlooked data requirements to the designated acquiring activity.

2.3.4. Initiate challenge requests against data with distribution limitations when the intended use of the data requires reduced limitations.

2.3.5. Use prescribed forms and procedures when requesting data.

2.3.6. Protect all data from improper release or access to unauthorized persons or agencies as determined by limitations stated on the data.

2.3.7. Destroy all data after its intended use to prevent disclosure or use by unauthorized personnel.

Section C—Procedures

3. Metrics Reporting. EDSCs submit data collected in response to *The Engineering Data Report* (RCS: HAF-LGM[A]9315) to HQ AFMC/ENP. Collected data to be compiled quarterly and submitted within 30

days following end of quarter. HQ AFMC/ENP will compile data received for a consolidated command submission to HQ USAF/LGM 60 days following end of quarter.

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